

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

Meeting Date: April 19, 2006

Division: Public Works

Bulk Item: Yes X No     

Department: Fleet Management

Staff Contact person: Roy Sanchez

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**AGENDA ITEM WORDING:** Approval to create a Master Mechanic/Generator Technician position to maintain and manage the County's 57 plus emergency generators.

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**ITEM BACKGROUND:** Since Hurricane Georges, the County has increased its generator inventory from six to over 57 units, with more to come on line. During the many recent hurricane events, it has become evident that we need a full time generator mechanic to insure that all generators are up and running when needed.

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**PREVIOUS RELEVANT BOCC ACTION:** None.

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**CONTRACT/AGREEMENT CHANGES:** n/a

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**STAFF RECOMMENDATIONS:** Approval.

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**TOTAL COST:** approx. \$30,000 (6 mos. salary & benefits for FY06)

**BUDGETED:** Yes      No X\*

\*will be absorbed in current budget due to vacancies

**COST TO COUNTY:** same

**REVENUE PRODUCING:** Yes      No X **AMOUNT PER MONTH**      **Year**     

**APPROVED BY:** County Atty.      OMB/Purchasing      Risk Management     

**DIVISION DIRECTOR APPROVAL:**

  
Dent Pierce

**DOCUMENTATION:** Included X

Not Required     

**DISPOSITION:**     

**AGENDA ITEM #**

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** Master Mechanic / Generator Technician

**Date:** 03/7/06

**Position Level:** 9

**FLSA Status:** Nonexempt

**Class Code:** 9-12

### GENERAL DESCRIPTION

Primary function of this position is to be responsible for all maintenance, inspection, and repair of the County's emergency generators, automated fuel facilities, and Fleet related specialty equipment.

### KEY RESPONSIBILITIES

1. Assists with management and assignment of all County owned emergency generators. \*
2. Responsible for all generator maintenance, inspections, inventory, and repairs, both contracted and in-house. \*
3. Assists all County garages with complicated vehicle and/or equipment repairs. \*
4. Responsible for all maintenance and repair of the County's fuel facilities, including automated fuel monitoring systems. \*
5. Provides road service in all areas, as assigned.
6. Performs roadside inspections on County heavy equipment and trucks, in all areas as assigned.
7. Assists with scheduling preventative maintenance on County vehicles and equipment in all areas as assigned.
8. Orders parts and supplies for all area garages as assigned.
9. Schedules maintenance and repairs in all areas as assigned
10. Maintains generator fuel tank inventories in all areas. \*
11. Assists with garage facility inspections in all areas as assigned.
12. Completes assigned paper work. Requires use of Fleet computer programs. \*
13. Operates and drives the County's fuel tanker truck. Fuels the County's emergency power generators and diesel powered equipment.
14. Acts as area garage supervisor in all areas as assigned.
15. Supervises inmates/trustees as assigned.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> Master Mechanic / Generator Technician	<b>Class Code:</b> 9-12	<b>Position Level:</b> 9
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	5 to 7 years
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On call 24 hours pending disasters. Will be assigned to the County's Emergency Operations Center after hurricanes and other emergencies which require assistance with emergency generators.
<i>Other:</i>	Within one year of employment, employee must obtain a valid Commercial Driver's License Class "A" w/all mandated endorsements in order to legally drive and operate the fuel tanker truck. The County will assist with training and testing necessary in order to obtain the appropriate class of driver's license. Must supply and maintain a reasonable amount of own hand tools. The County is responsible for supplying special equipment and special tools only. Previous experience as Mechanic and Generator Technician is helpful. THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. EMPLOYEES IN THIS POSITION ARE SUBJECT TO THE MANDATORY DEPARTMENT OF TRANSPORTATION DRUG TESTING PROGRAM WHICH INVOLVES RANDOM DRUG TESTING.

### APPROVALS

*Department Head:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Division Director:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*County Administrator:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_